

# **Title I Equipment and Inventory Control and Tracking Procedures**

**South Carolina Department of Education  
Office of Federal and State Accountability  
Title I Equipment Inventory Control and Tracking Procedures**

**Purpose**

To ensure the maintenance and implementation of adequate controls to account for the procurement, location, custody, and security of equipment purchased with Title I funds. For this procedure, equipment has been defined as "non-consumable items with a life expectancy of more than one year and with a value that exceeds \$200.00."

The following procedures were developed as a result of the June 2006 U.S. Department of Education's review of the South Carolina Title I program. Procedures are based on Office of Management and Budget (OMB) Circular A-87, Education Department General Administrative Regulations (EDGAR), and SC Budget and Control Board Procurement Regulations.

**Physical Inventory Listing**

Each LEA Title I Office and Title I school will maintain a current and accurate inventory record of equipment purchased with Title I funds (*a Physical Inventory Listing*). This Physical Inventory Listing will include equipment that is non-consumable with a life of more than one year and with a value of more than \$200.00. (*This Physical Inventory Listing is in addition to the LEA's fixed asset inventory listing.*) Equipment purchased using district set-aside Title I funds will be listed on the district's Physical Inventory Listing. Equipment purchased using a school's Title I allocation will be listed on the school's Physical Inventory Listing. Items that would not be included on the physical inventory listing are books, classroom libraries, classroom/office supplies, workbooks, maps, charts, globes, CD's, and DVD's. Items that must be included are printers, computers, digital cameras, laptops, fax machines, and office/classroom furniture.

The Physical Inventory Listing should include the following information:

- An inventory control number to include the fixed asset identification number or other inventory control number for items not listed on the fixed asset system,
- A description to include the model number,
- The acquisition date
- The cost
- A serial number, and
- The location (office and room number).

The Title I schools, Title I district-wide programs, and Title I district office must ensure that items are added to the Physical Inventory Listing throughout the year as invoices are processed.

*See Attachment 1 for an example of a physical inventory listing.*

### **Fixed Asset Listing**

The Title I Equipment Inventory Control Procedures will not alter the district's inventory control policy or equipment listed on the district's fixed asset inventory system.

*See Attachment 2 for an example of a fixed asset listing.*

### **Tagging of Equipment**

Equipment purchased with Title I funds that are listed on the LEA fixed asset inventory system must have the appropriate asset identification tag/decal per the district's policy on tagging of equipment. The asset tag/decal should be placed on the equipment where it can be easily seen.

Title I equipment that has a useful life of at least one year, and is not included on the fixed asset system, will still need to have a tag, decal, or label to indicate a control number designated by the Title I office or school.

### **Physical Inventory Listing Reconciliation to Fixed Asset Listing**

A physical inventory of the equipment at each location (using the Physical Inventory Listing) must be taken and the results reconciled with the fixed asset listing at least once annually. Documentation of the reconciliation and any adjustments to entries to account for the differences noted during the reconciliation should be maintained.

As a part of the reconciliation process, district Title I Coordinators are urged to also run expenditure reports to ensure that all required equipment, supplies, and material items have been added to the physical inventory listing for each location.

See Attachment 1-A for an example of a physical inventory listing.

### **Record Maintenance**

Appropriate equipment transfer forms and disposal forms for the fixed asset listing should be completed in a timely manner and maintained to document any transfer or disposal of equipment (following the LEA policy).

Any mobile equipment, such as laptop computers, should have an equipment Check-Out form to document that the equipment has been removed from its location as indicated on the Physical Inventory Listing.

When equipment not on the fixed asset listing is transferred from one location to another, an Equipment Transfer Form should be completed to document that the equipment has been removed from one Physical Inventory Listing and added to another.

*See Attachment 3 and 4 for an example of a Check-Out and Transfer form.*

**Title I Equipment Inventory Control Procedure  
Equipment Check-Out Form**

**Description of Equipment:**\_\_\_\_\_

**Model:**\_\_\_\_\_

**Title I Inventory Control Number or Fixed Asset Number:**\_\_\_\_\_

**Location:**\_\_\_\_\_

**The above equipment is being issued to you for official use only. By signing below you acknowledge responsibility for this equipment and its use while in your possession.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Check-Out Date**

\_\_\_\_\_  
**Return Date**

**Title I Equipment Inventory Control Procedure  
Equipment Transfer Form**

**Description of Equipment:**\_\_\_\_\_

**Model:**\_\_\_\_\_

**Title I Inventory Control Number or Fixed Asset Number:**\_\_\_\_\_

**Location Prior to Transfer:**\_\_\_\_\_

**Location After Transfer:**\_\_\_\_\_

<b>Surrendering Location</b>	<b>Director / Principal Signature</b>	<b>Date</b>
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<b>Receiving Location</b>	<b>Director / Principal Signature</b>	<b>Date</b>
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## DECLARATION OF INTENT TO DISPOSE OF EQUIPMENT

### Department of Education

Decal Number: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Equipment: \_\_\_\_\_

Approximate Age: \_\_\_\_\_ Acquisition Cost: \_\_\_\_\_

Estimate of Fair Market Value or Trade-in Value: \_\_\_\_\_

Condition of Equipment: \_\_\_\_\_

☐

TRADE-IN

☐

SURPLUS

Approved by:

\_\_\_\_\_  
Office Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Material Management Officer's Signature

\_\_\_\_\_  
Date

**(Surplus Only – Check One)**

☐

“Like equipment” will not be purchased in current fiscal year. Remit sales proceeds to General Fund.

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“Like equipment” will be purchased in current fiscal year. Remit proceeds to Department of Education.

\*Signature required only if the Estimate of Fair Market Value or Trade-in is greater than or equal to \$500.